



# ADMISSIONS POLICY

## 2018-2019

Committee:	Leadership & Management
Reviewed On:	Autumn 2016
Staff:	Admissions Officer
Notes:	Statutory, Annual
<b>Next Review Date:</b>	<b>Autumn 2017</b>

Headteacher: Mr. Jonathan Kirkham



## **INTRODUCTION**

Sandfield Primary School is a co-educational school for children aged 4-11 years old situated in the centre of Guildford. We are a single form entry school and the Published Admittance Number is 30. We are a member of the Guildford Education Partnership Academies.

## **ADMISSION ARRANGEMENTS**

Applications for admission at the normal intake (September) will be managed in accordance with Surrey County Council's coordinated scheme for primary admission. Please see [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions) for further details regarding applications, processing, late applications and offers.

Children with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) that names the school will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with a statement that has named the school.

Should Sandfield be over-subscribed for any year group, applications for entry in 2018-2019 will be ranked in the following order:

1. Looked after and previously looked after children (see Note 1)
2. Exceptional social/medical need (see Note 2)
3. Children who will have a sibling at the school at the time of the child's admission (See Note 3)
4. Children of Staff (see Note 4)
5. Children for whom the school is the nearest to their home address (see Notes 5 & 6)
6. Any other children (see Note 7)

If within any category there are more children than places available, priority will be given to those living closest to the school. Home to school distance will be measured by a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

## **NOTES**

### **1. Looked after and previously looked after children**

Looked after and previously looked after children will receive the top priority for a place. Looked after and previously looked after children will be considered to be:

- children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and
- children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

Places will be allocated under this criterion when places are first offered at a school and the local authority may also ask schools to admit over their published admission number at other times under this criterion.

### **2. Exceptional social/medical need**

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances will apply which will warrant a placement at this school. The exceptional social or medical circumstance might relate to either the child or the parent/carer. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend this school and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority at Sandfield and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school above any other.

Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under a school's exceptional medical criterion would not normally be given for these. In addition, routine child minding arrangements would not normally be considered to be an exceptional social reason for placement at Sandfield. We reserve the right to refer medical evidence to our designated medical officer, where necessary, to assist us in making a decision about medical priority for a school place.

Places may be allocated under this criterion when places are first offered at the school and the local authority may also ask the school to admit over their published admission number at other times under this criterion.

### 3. Siblings

A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living as part of the same family unit at the same address.

A child will be given sibling priority if they have a sibling on roll at the school and that sibling is still expected to be on roll at the school at the time of the child's admission.

### 4. Children of Staff

Priority is given to children of staff who have been employed by the Guildford Education Partnership for more than 2 years, whose normal place of work is Sandfield Primary School. The date used to assess the length of time that a member of staff has been employed will be the closing date for applications.

### 5. Nearest school

For the normal intake to a school, the nearest school is defined as the school closest to the home address with a published admission number for pupils of the appropriate age-range, as measured by a straight line and which has admitted children without regard to faith or boarding in the initial allocation of places and this is assessed by using the Admission and Transport Team's Geographical Information System. An exception to this would be where a faith school has changed its admission arrangements and that change has meant that they would be expected to offer places to children who do not demonstrate a commitment to faith in future.

From 1 September 2018, any applicant remaining on the waiting list will be considered to be an applicant for in year admission. After this date, when assessing nearest school, schools without a published admission number will also be taken into account.

### 6. Home address

The child's home address excludes any business, relative's or childminder's address and must be the child's normal place of residence. Where the child is subject to a child arrangements order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. In other cases, where the child spends an equal time between their parents/ carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent is registered for child benefit we will accept the application from the parent/carer whose address is registered with the child's current school or nursery.

We will not generally accept a temporary address if the main carer of the child still possesses a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child. All distances will be measured by the computerised Geographical Information System maintained by Surrey's admissions team.

The address to be used for the initial allocation of places to Reception will be the child's address at the closing date for application. Changes of address may be considered in accordance with Surrey's coordinated scheme if there are exceptional reasons behind the change, such as if a family has just moved to the area. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Applicants have a responsibility to notify the school and Surrey County Council of any change of address.

7. Tie breaker and the admission of twins, triplets, other multiple births or siblings born in the same academic year

Where two or more children share a priority for a place e.g. where two children live equidistant from the school, lots will be drawn to determine which child should be given priority.

In the case of multiple births, where children have equal priority for a place, lots will be drawn to determine which child should be given priority. If after the allocation one or more places can be offered but there are not sufficient places for all of them, wherever it is logistically possible, each child will be offered a place. Where it is not logistically possible to offer each child a place the child(ren) ranked the highest will retain their offer and the applicant will be advised of their right of appeal and informed about waiting lists.

8. Waiting lists

Where there are more children than places available, waiting lists will operate for each year group according to the oversubscription criteria for the school without regard to the date the application was received or when a child's name was added to the waiting list.

Waiting lists for the initial intake will be maintained until the last day of the Autumn term 2018 when they will be cancelled. Applicants who wish a child to remain on the waiting list after this date must write to the school, stating their wish and providing their child's name, date of birth and the name of their child's current school. After this date, applicants whose children are not already on the waiting list but who wish them to be so must apply for in-year admission.

9. In-Year admissions

The following applications will be treated as in-year admissions during 2018-2019:

- applications for admission to Reception which are received after 1<sup>st</sup> September 2018;
- all other applications for admission to Years 1 to Year 6.

Applications must be made using the in-year application form (IYA-SCCCMA) which is found on Surrey County Council website [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions). The admissions team will pass on the relevant details to Sandfield Primary School. Where there are more applications than places available, each applicant will be ranked in accordance with our published oversubscription criteria above. If a space becomes available the applicant will be contacted by the school directly and they will have 14 days to accept the offer of a place before the offer is withdrawn.

10. Starting school

Sandfield has a single intake into Reception. All children whose date of birth falls between 1 September 2013 and 31 August 2014 will be eligible to apply for a full time place in Reception for September 2018. Applicants can defer their child's entry to Reception until later in the school year, but this will not be agreed beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term of the academic year for which the offer was made. Applicants may also arrange for their child to start part time until their child reaches statutory school age.

11. The admission of children outside of their chronological year group

Applicants may choose to seek places outside of their child's chronological year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

- Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the Headteacher, the governors agree for the child to have a decelerated entry to Sandfield the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort

- Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the headteacher, the governors agree for the child to have an accelerated entry to Sandfield Primary School, the application will be processed. If it is not agreed for the child to have an accelerated entry to Sandfield Primary School, the applicant will be invited to apply again in the following year for the correct cohort

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this. More information on educating children out of their chronological year group and the process for making such requests is available at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions).

#### 12. Home to school transport

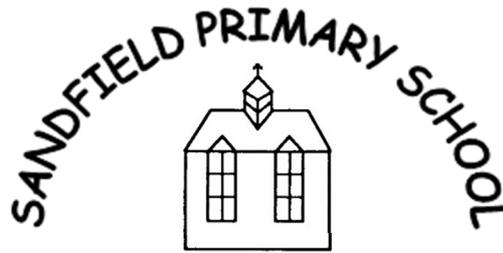
Surrey County Council has a Home to School Transport policy that sets out the circumstances that children might qualify for free home to school transport.

Generally, transport will only be considered if a child is under 8 years old and is travelling more than two miles or is over 8 years old and travelling more than three miles to the nearest school with a place. Transport will not generally be provided to a school that is further away if a child would have been offered a place at a nearer school had it been named as a preference on the application form.

Eligibility to transport is not linked to the admission criteria of a school. In considering admission criteria and school preferences it is important that applicants also consider the home to school transport policy so they might take account of the likelihood of receiving free transport to their preferred school before making their application. A full copy of Surrey's Home to School Transport policy is available on Surrey's website at [www.surreycc.gov.uk](http://www.surreycc.gov.uk) or from the Surrey Schools and Childcare Service on 0300 200 1004.

#### **HOME/SCHOOL PARTNERSHIP**

This policy is available to all parents and carers so that they are informed of school practice.



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## SUPPLEMENTARY ADMISSION FORM

To be completed for applications under Criterion 4

(Children of Staff)

Applications for entry on a staff basis must be supported by submission of this form which may be obtained from the Admissions Officer. Once completed it must be returned to the Admissions Officer by 15<sup>th</sup> January 2018.

Child's Surname:

Child's First Name(s):

Please tick: Male  Female

Date of Birth:

Child's Home Address:

House name or flat number:

House number:

Street Name:

Town:

Postcode:

Details of Member of Staff:

Title: Miss/ Mrs/ Ms

Surname:

Forename(s):

Address (if different from above):

Home telephone no:

Mobile telephone no:

Work telephone no:

Declaration:

I am a member of staff in accordance with the school's admissions policy

I have been working at the school for at least two years; or

I meet a skills shortage.

Signature of parent/guardian:

Date: